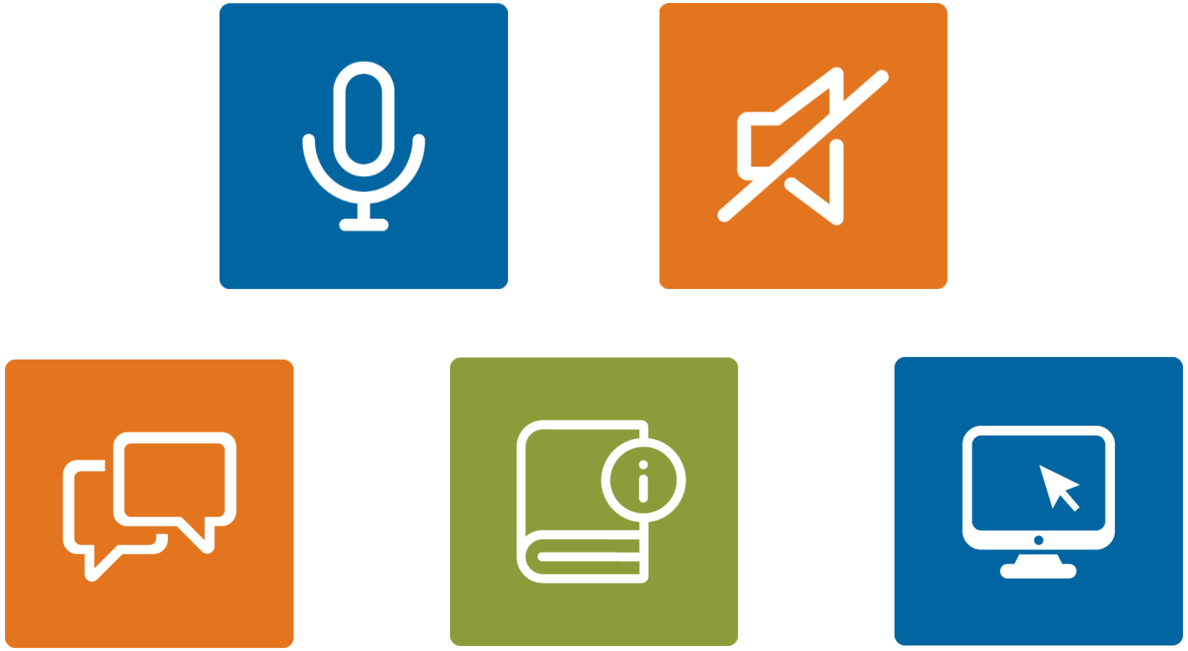
SEDAR+

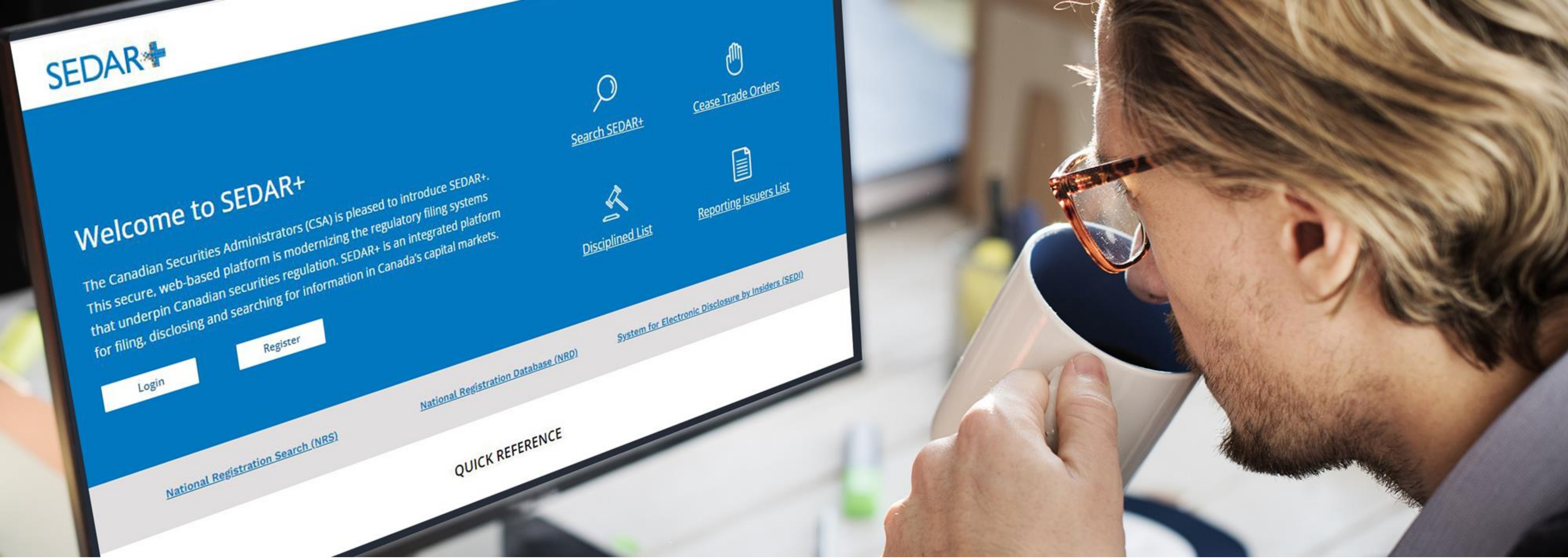
ASU WRAP UP SESSION

May 25, 2023

HOUSEKEEPING

A few items before we begin…





INTRODUCTION

AGENDA

- FAQs from Filer training sessions
- Resources and training materials
- Support
- Questions

FAQ'S FROM FILER TRAINING SESSIONS

- How do I make filings during cutover?
  - Refer to the CSA blanket orders for information

- What filings do I make on SEDAR+?
  - National Instrument 13-103 System for Electronic Data Analysis and Retrieval+ (SEDAR+)
  - Reports of exempt distribution filings currently submitted on the BCSC eServices system and the OSC portal will be submitted on SEDAR+
  - Filings pertaining to issuers are part of Phase 1 of SEDAR+
  - Filings pertaining to insiders and registrants will be added to SEDAR+ in future phases

FAQ'S FROM FILER TRAINING SESSIONS

- What if my filer was not successfully onboarded?

  - Watch the video: Request Initial Access to SEDAR+
  - Complete the required legal agreements
  - Register for a SEDAR+ account using the online forms once SEDAR+ is live

    - Please note the SEDAR+ legal agreements have been updated to meet requirements under Quebec's Bill 96, an Act representing French, the official and common language of Quebec
    - **These updated documents must be used for all legal agreements dated and signed on or after June 1, 2023**

FAQ’S FROM FILER TRAINING SESSIONS

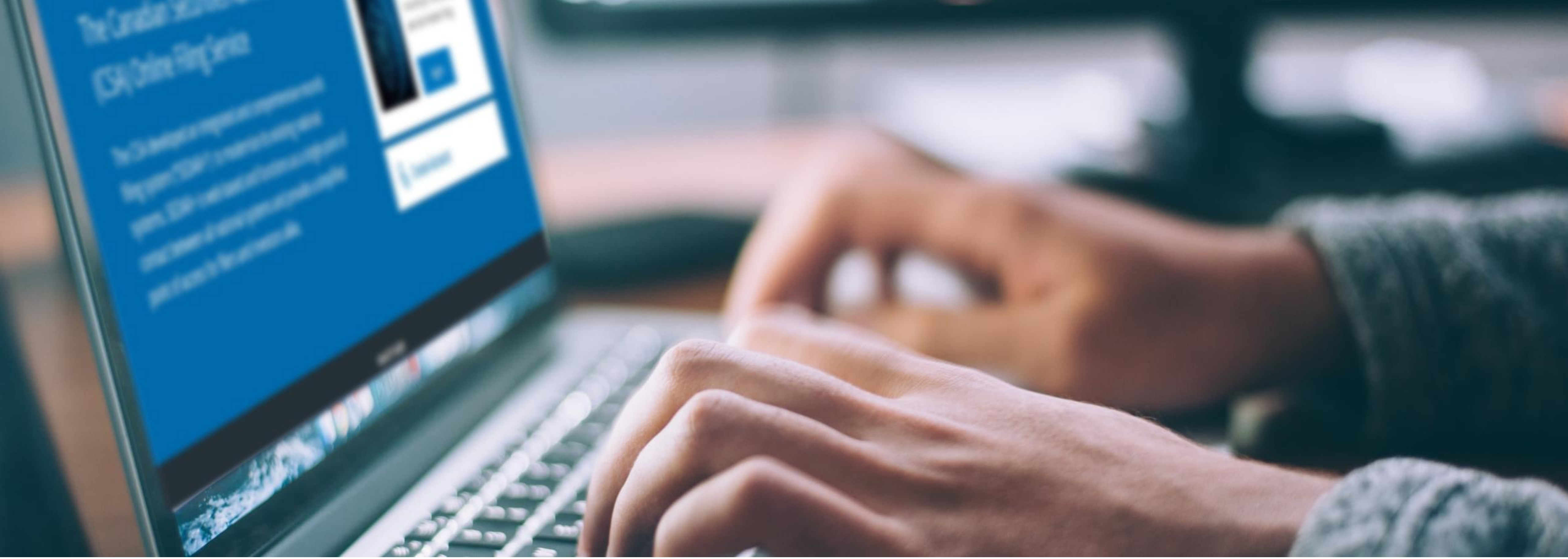
- Late Fees
  - For late fee calculation purposes, the date and time a filing is made on SEDAR+ is based on Eastern Time (ET)
  - If a filing is made anytime between 00:00 ET and 23:59 ET, it will be considered filed on that day
    - For example, a reporting issuer in BC has until 8:59 pm PT for filings due that day, which is 11:59 pm (23:59) ET
    - A reporting issuer in Newfoundland has until 1:29 am local time which is 11:59 pm (23:59) ET
- Timeframe used for filing review periods on SEDAR+: Timeframe for fee calculations

FAQS FROM FILER TRAINING SESSIONS

- Creating user accounts

- If you participated in onboarding, your designated Authorized Super User (ASU) will receive emails over the cutover weekend with their new SEDAR+ login credentials. Once SEDAR+ is launched, they can create additional ASUs and AUs (authorized user). The User Role planning tool is workbook for you to identify and map users to their role/ security groups. This will help you gather the information you need in advance of creating these user accounts in SEDAR+.

- List of required information for SEDAR+ filer account creation:
  - Language of preference (English or French)
  - Last name, First name, Secondary name (optional)
  - Business address (if different from organization)
  - Telephone number
  - Name of company/legal name of employer (if different from organization)
  - Title
  - Email address



RESOURCES AND TRAINING MATERIALS

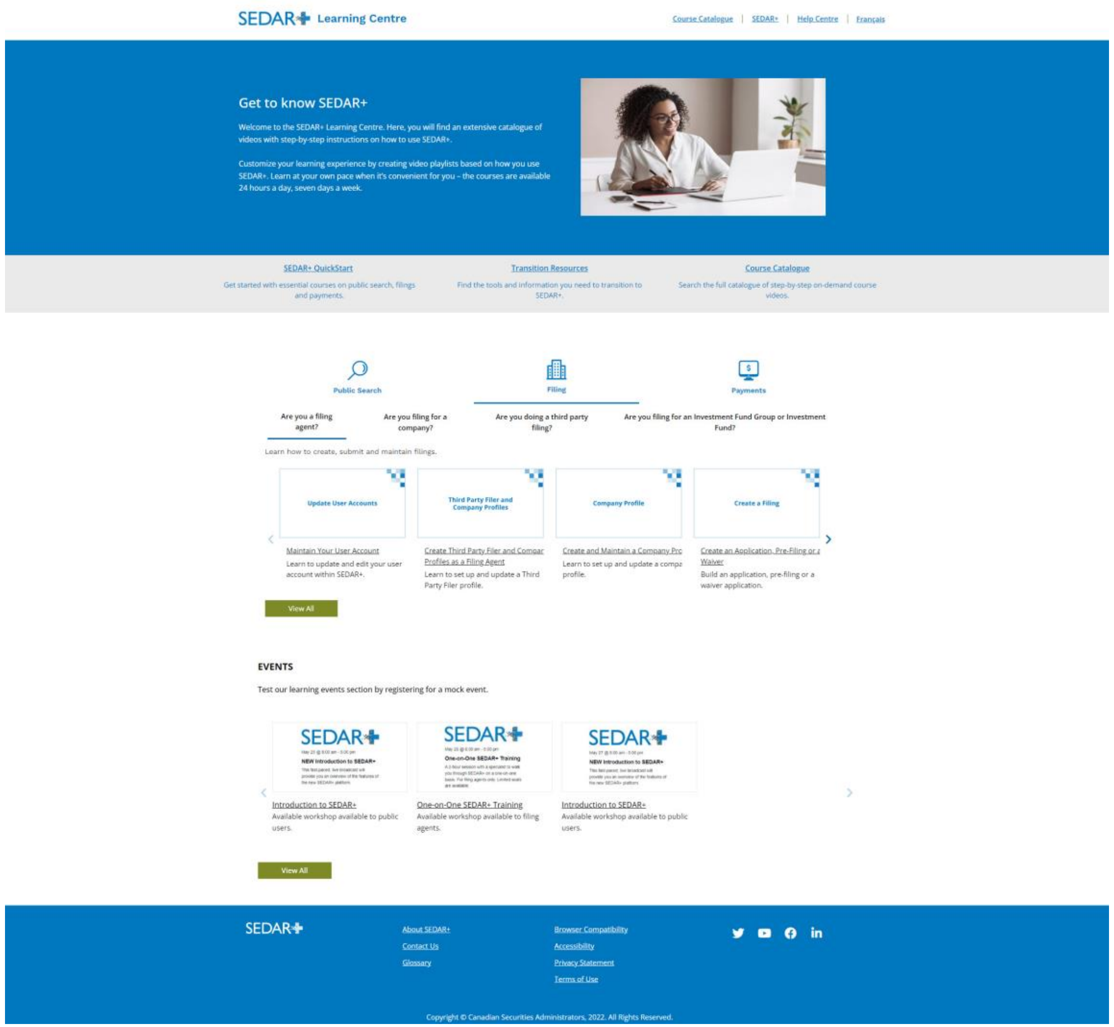
ASU RESOURCES AND TRAINING MATERIALS

- Learning Centre
- Help Centre
- Checklists and preparedness
- Experience Guide
- User roles workbook
- Training workbook

LEARNING CENTRE

[SEDAR+ Learning Centre]

- On-demand videos
- 24/7 access
- Searchable by user type, topic and/or keywords

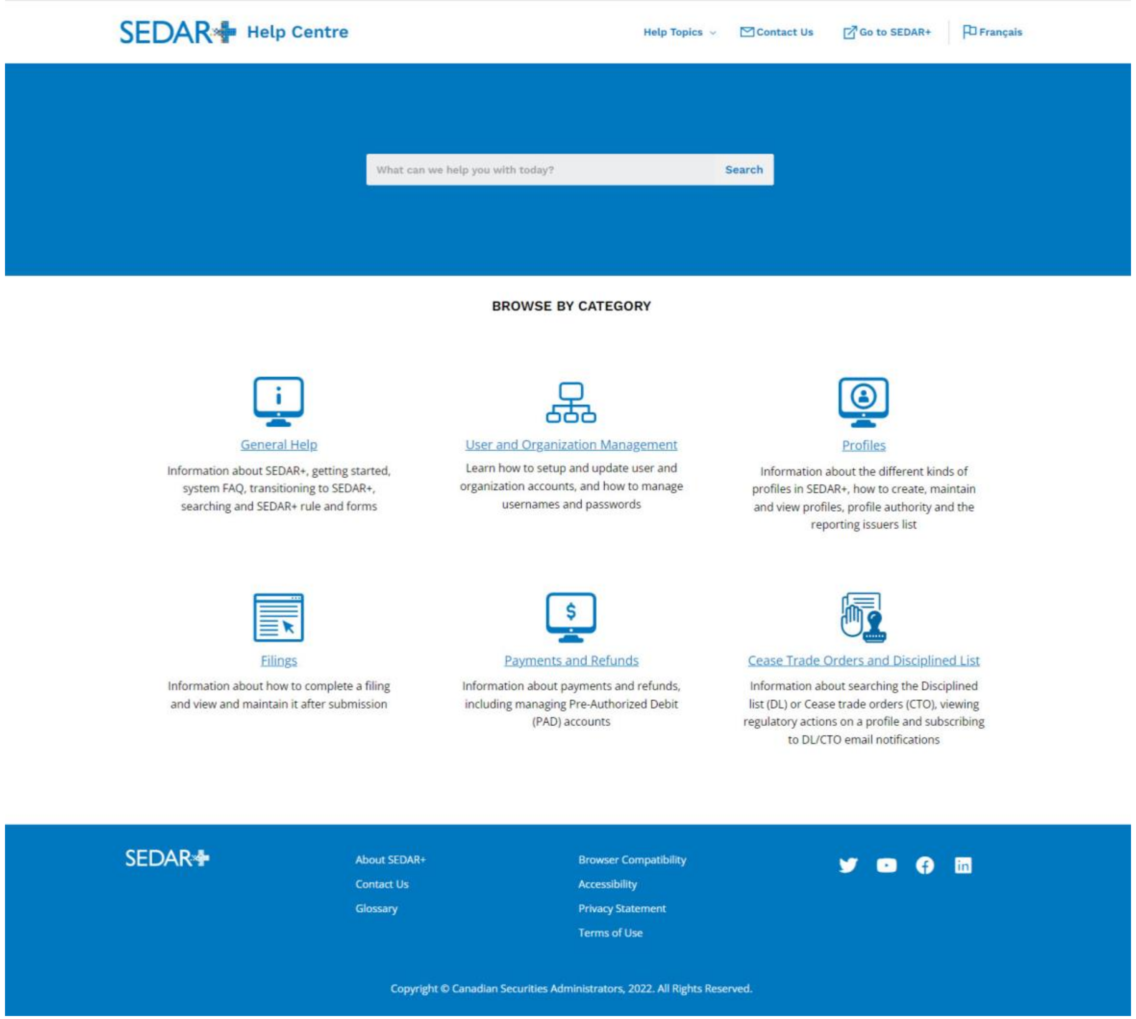


SEDAR+

HELP CENTRE

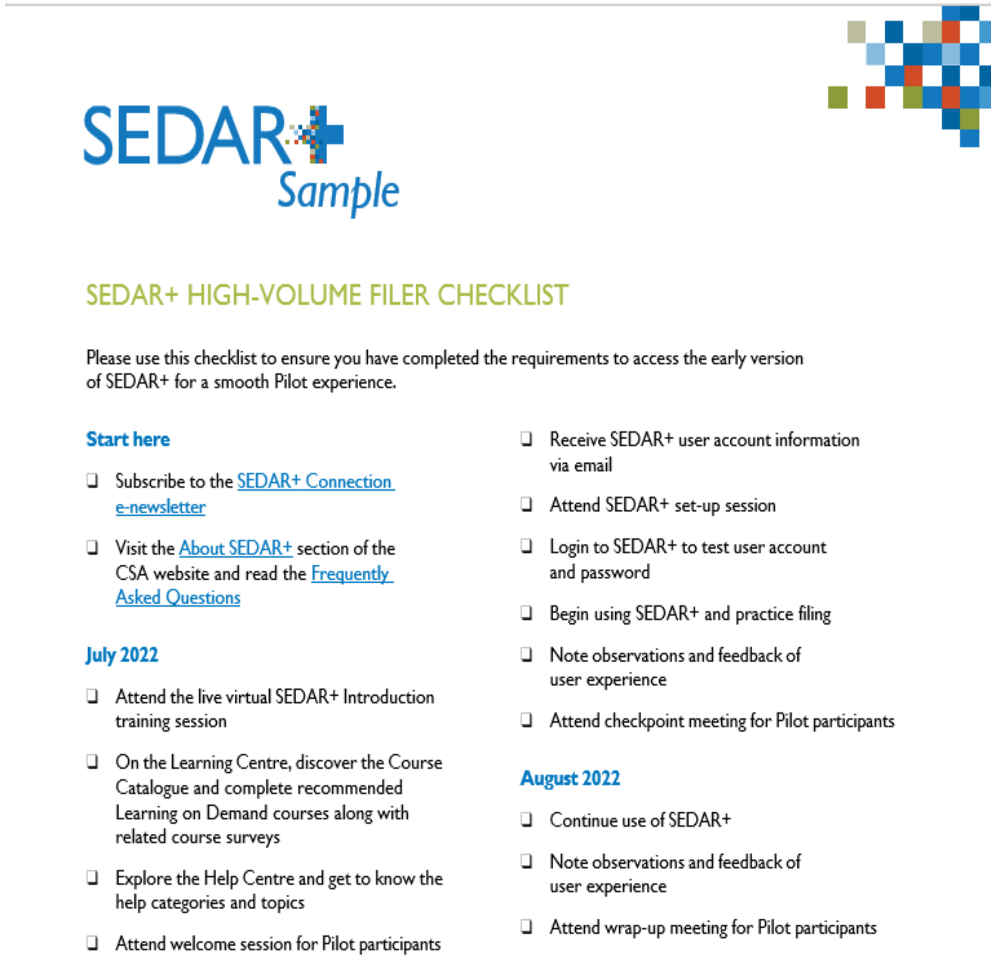
[SEDAR+ Help Centre](#)

- Accessible through SEDAR+ and Learning Centre
- Online information and resources



CHECKLIST

- List of steps to help filers prepare for Go-live
- Quick aid for filers to be reminded, action and check off key activities to validate level of readiness



SEDAR+ *Sample*

SEDAR+ HIGH-VOLUME FILER CHECKLIST

Please use this checklist to ensure you have completed the requirements to access the early version of SEDAR+ for a smooth Pilot experience.

Start here

- ❑ Subscribe to the SEDAR+ Connection e-newsletter
- ❑ Visit the About SEDAR+ section of the CSA website and read the Frequently Asked Questions

July 2022

- ❑ Attend the live virtual SEDAR+ Introduction training session
- ❑ On the Learning Centre, discover the Course Catalogue and complete recommended Learning on Demand courses along with related course surveys
- ❑ Explore the Help Centre and get to know the help categories and topics
- ❑ Attend welcome session for Pilot participants
- ❑ Receive SEDAR+ user account information via email
- ❑ Attend SEDAR+ set-up session
- ❑ Login to SEDAR+ to test user account and password
- ❑ Begin using SEDAR+ and practice filing
- ❑ Note observations and feedback of user experience
- ❑ Attend checkpoint meeting for Pilot participants

August 2022

- ❑ Continue use of SEDAR+
- ❑ Note observations and feedback of user experience
- ❑ Attend wrap-up meeting for Pilot participants

SEDAR+

EXPERIENCE GUIDE

- Key differences of features between SEDAR legacy and SEDAR+

SEDAR+ pilot

FILER EXPERIENCE GUIDE

SEDAR+ is designed to be easier to use, more intuitive, and more modern compared to SEDAR. This guide provides an overview of the differences filers will experience while working with the early version of SEDAR+ during the Pilot Program.

FEATURE	SEDAR		SEDAR+
System	Desktop-based software requiring VPN and regular manual updates	→	Web-based application securely accessed from a browser (with cookies and JavaScript enabled) and available 24/7; no manual updates required
Fees	Manual fee calculation, with no capability to calculate late fees	→	Automatic calculation of all regulatory filing fees, late fees and system fees
	Participation Fee Forms PDFs downloaded, completed and submitted by email	→	Participation Fee Forms completed and submitted online in SEDAR+
	Ability to submit a filing then request fee exemptions/ exceptions	→	Fee exemptions/exceptions must be requested before submitting a filing for the related issuer
	Ability to submit a filing without paying fees, with no prompts	→	Payment required when filing is submitted, if an exemption/exception is not requested in advance of submission
	Regulators generate invoices manually for outstanding system and filing fees	→	No manual invoice, the Regulator creates the outstanding fee in the system. The filer can then select the outstanding fee for on-line payment (it is not automatic).
Payments	Fees paid by Electronic Data Interchange (EDI) system	→	Fees paid by Electronic Funds Transfer (EFT)
	Credit card payments not available	→	Visa and Mastercard accepted for immediate payment of Report of Exempt Distribution (RED) fees

USER ROLES

Workbook to identify and map users to their role/ security groups

SEDAR+				Each user in your filing organization must be assigned one (1) User Type and at least one (1) filing pe There is no limit to the number of ASUs or AUs an ASU can create, however they must each have a u						
User Type	Role	Security Group	System functionality	User 1	User 2	User 3	User 4	User 5	User 6	User 7
Authorized Super User	Authorized Super User with a subset of authority	Authority over users within organization for ASU *If not an 'ASU with complete authority', must select 'Authority over users within organization' with any other combination	• maintain organization account • search for users • create/maintain users (ASU and AU) • reset passwords for other users							
Authorized Super User	Authorized Super User with a subset of authority	Authority over creation and maintenance of party profile for ASU	• view authority over a profile • create/maintain all profile types							
Authorized User		Authority over users within organization for AU	• maintain organization account • search for users							
Authorized User		Authority over creation and maintenance of party profile for AU	• view authority over a profile • create/maintain all profile types							

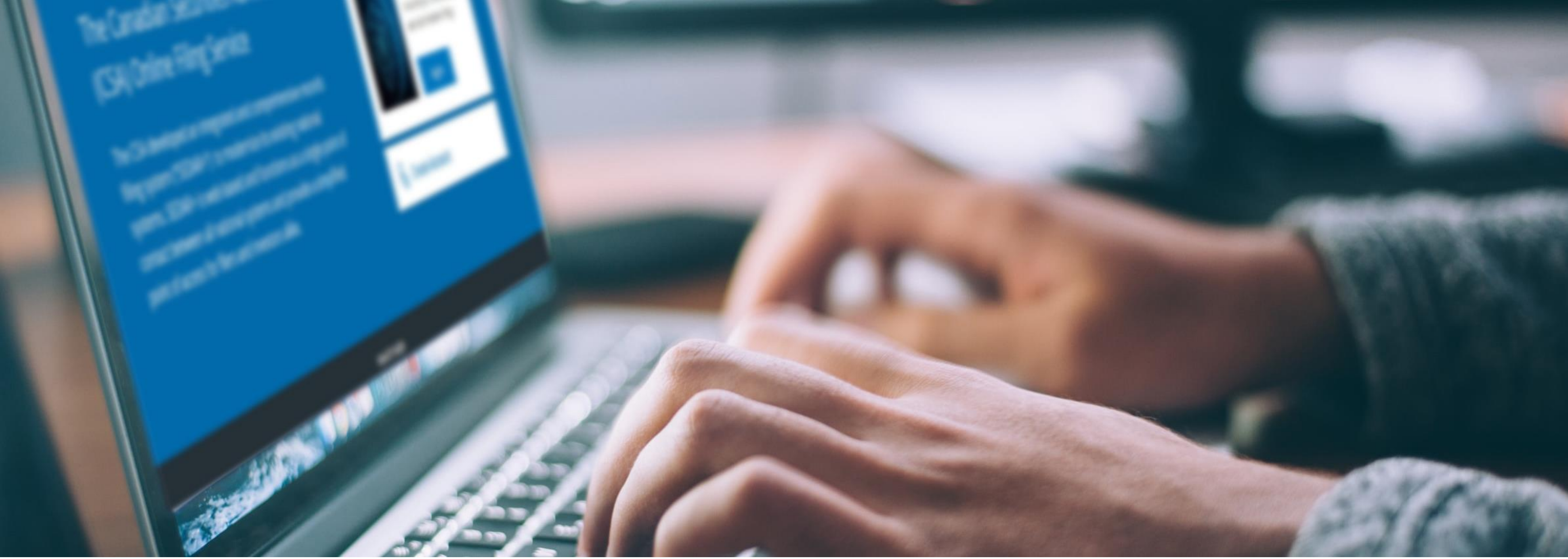
SEDAR+

TRAINING WORKBOOK

- Workbook to map learners with courses relevant to their role
- Track staff members and courses completes

SEDAR+			Based on an individual's SEDAR+ user type and filing permisssions, identify the training courses and event they should take.									
Courses & events	**Type**	**Date**	**User 1**	**User 2**	**User 3**	**User 4**	**User 5**	**User 6**	**User 7**	**User 8**	**User 9**	**User 10**
Introduction to SEDAR+ Basics for Filers	Learning on Demand											
System Searches and Downloads for Filers	Learning on Demand											
User Access Management Concet for Filers	Learning on Demand											
Create and Maintain Autorized User Account	Learning on Demand											
Maintain Your User Account	Learning on Demand											
Reset Password For Another User	Learning on Demand											
View and Maintain Your Organization Account	Learning on Demand											
Create and Maintain pre-Authorized Debit Account	Learning on Demand											
Learning Centre & Authority Management	Live virtual webinar	April 17										
User Management/Permissions	Live virtual webinar	April 27										

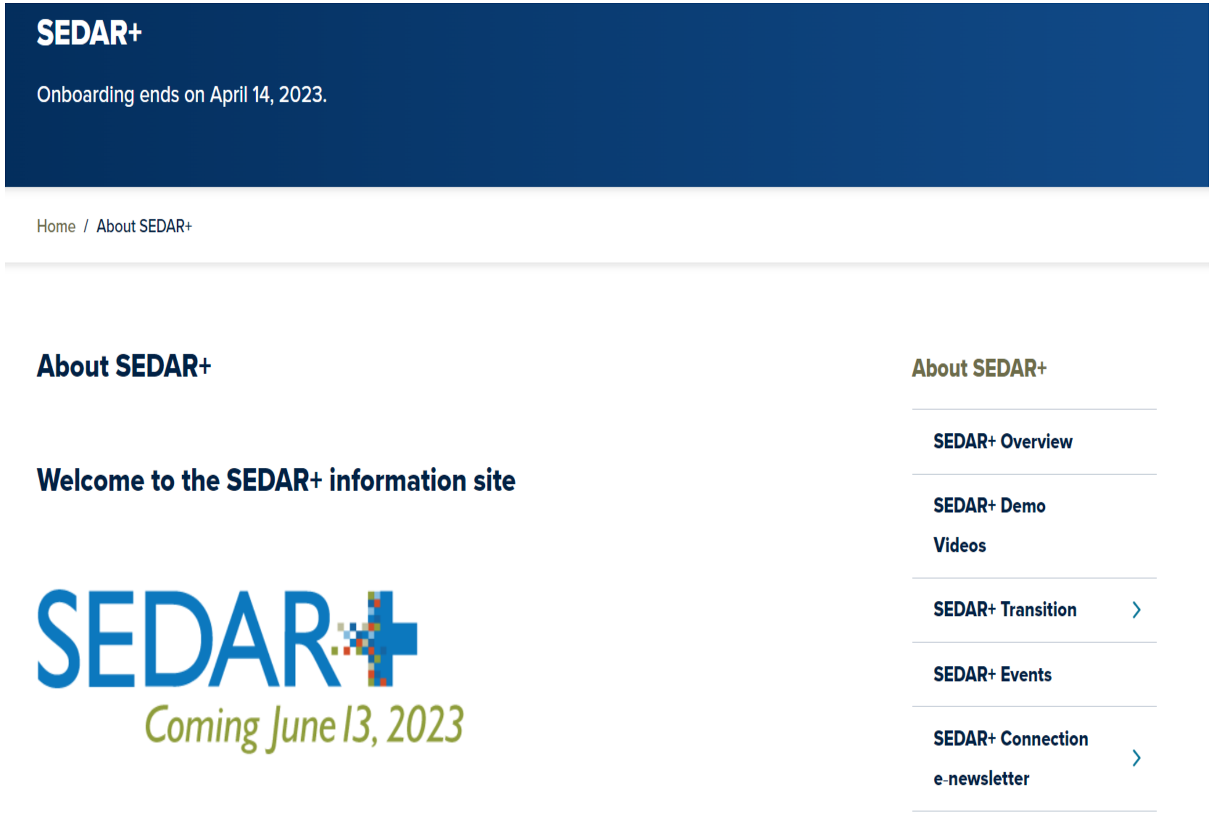
QUESTIONS



SUPPORT

SUPPORT

- Dedicated SEDAR+ page
- SEDAR+ CSA Service Desk Support
  - Hours of operation
    - SEDAR+: 9 am – 8 pm ET
    - Both English and French Service
    - Support for all inquiries
- Contact information
  - Email: SEDARPlus.Transition@acvm-csa.ca
  - Phone: 1-800-219-5381



QUESTIONS

STAY INFORMED

SEDAR+ connection

Version française

Welcome to SEDAR+ Connection!

Thanks for joining us as we modernize Canadian securities regulatory information systems.

Delivered to your inbox every other month, SEDAR+ Connection will be an important source of information for project dates, training and process changes for organizations.

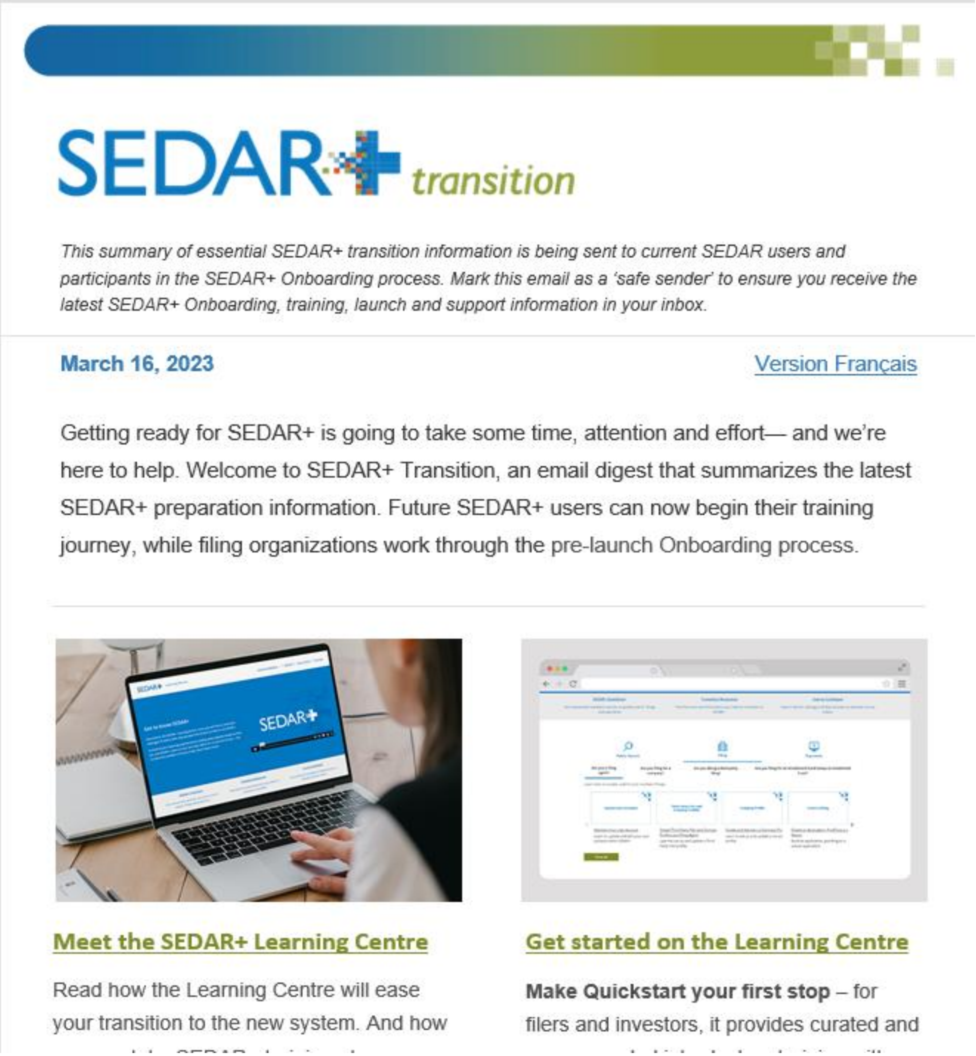
Help us spread the word! Please forward this newsletter to colleagues who use Canadian securities filing systems (SEDAR, CTO, DL, SEDI, NRD, NRS) to ensure they receive this important information.

Read on for a message from CIO David Fountain

David Fountain is the CSA's Chief Information Officer.

SEDAR+ Subscribe to our e-newsletter to receive important updates.

STAY INFORMED – TRANSITION DIGEST



SEDAR+ transition

This summary of essential SEDAR+ transition information is being sent to current SEDAR users and participants in the SEDAR+ Onboarding process. Mark this email as a 'safe sender' to ensure you receive the latest SEDAR+ Onboarding, training, launch and support information in your inbox.

March 16, 2023 Version Français

Getting ready for SEDAR+ is going to take some time, attention and effort— and we're here to help. Welcome to SEDAR+ Transition, an email digest that summarizes the latest SEDAR+ preparation information. Future SEDAR+ users can now begin their training journey, while filing organizations work through the pre-launch Onboarding process.

Meet the SEDAR+ Learning Centre

Read how the Learning Centre will ease your transition to the new system. And how

Get started on the Learning Centre

Make Quickstart your first stop – for filers and investors, it provides curated and

- 2-3 week cadence
- New training or supporting materials

YOUR FEEDBACK

- Your feedback is valuable to us!
- When you receive the email link to the survey, please take a few minutes to give us your feedback on this session.

Thank you for your participation today